

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Labor Relations Specialist

Classification: Labor Relations Analyst/Labor
Relations Specialist

Location: Central Office

Section/Unit: Employee Resources and Labor
Relations Section

Salary Range: \$4402- \$5350 / \$5079-\$6127

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Labor Relations Officer, assists in administering the FTB Labor Relations Program. Duties include: research, consult, advise, and assist managers/supervisors in interpretation and compliance with laws, policies and labor agreements (Units 1, 2, 4, 7, 12 & 14); interpret and apply collective bargaining agreement provisions; develop, market, and conduct training regarding contract administration, grievance and complaint handling, and the benefits provided by the FLSA, FMLA, etc; represent the FTB as a Statewide Negotiation Team Member; meet with labor organization representatives and employees to negotiate settlements or resolve formal and informal grievances and complaints; investigate, interview and prepare recommended third-level grievance/complaint responses for the Department Director; conduct studies to determine departmental Labor Relations practice and policy; analyze issues arising from legal disputes of benefit administration and act as departmental liaison with control agencies in resolving claims against FTB.

Required Knowledge, Skills, Abilities:

Ability to interpret and apply Collective Bargaining Agreement provisions.

Knowledge of Labor Relation laws and principles.

Understand effective customer service.

Reason logically and creatively and utilize a variety of analytical techniques to resolve problems.

Ability to work independently and cooperatively with others.

Well-developed organizational and time management skills.

Strong written/verbal communication skills.

Desirable Experience/Qualifications:

Willingness to participate in higher education Labor Relations course work.

Minimal travel required.

Mail or hand deliver your application by until filled

Contact Person Megan Mayoral

Telephone # 845-3606

Address/Coordinates P.O. Box 550, Sacramento, CA 95812-0550 Attn: Exams

Special Instructions Please attach a cover letter that includes a written statement explaining how the skills and abilities that you bring to this job would contribute to your success in this position.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

****IMPORTANT NOTICE** AS REQUIRED BY THE DEPARTMENT'S RULES OF CONDUCT, ALL EMPLOYEES OF THE FRANCHISE TAX BOARD (FTB) MUST BE IN COMPLIANCE WITH THE CALIFORNIA REVENUE AND TAXATION CODE. DURING THE BACKGROUND INVESTIGATION PORTION OF THE HIRING PROCESS, FTB WILL REVIEW RETURN INFORMATION TO VERIFY CALIFORNIA STATE INCOME TAX COMPLIANCE. ANY FAILURE TO COMPLY WITH THE CALIFORNIA REVENUE AND TAXATION CODE MAY PREVENT YOU FROM BEING HIRED AT FTB. IF YOU THINK YOU MAY HAVE ANY POTENTIAL TAX COMPLIANCE ISSUES, PLEASE CALL 1-800-852-5711 TO RESOLVE THEM PRIOR TO SEEKING EMPLOYMENT WITH FTB.**

All applicants **not currently employed with the Franchise Tax Board** will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Hearing Impaired and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.